



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

JAY B. RISING
STATE TREASURER

February 6, 2003

Notice of Electronic Filing

To Michigan Terminal Operators:

In an effort to enhance accuracy and efficiency the Michigan Department of Treasury is **mandating** electronic tax report filing beginning with the April 2003 file period. If your Terminal Operator reports are not filed electronically at that time a license hearing may be held and your license to operate in Michigan may be revoked.

Terminal Operators will have the option of submitting their data using one of the following file format methods:

1. ANSI X.12, 813 mappings Version 4010
2. ANSI X.12, 813 mappings Version 4030
3. Flat file, delimited file.
4. XML

An interactive Web page with FTP submission capability will be accessible for all registered filers. We will also offer the ability for the filer to view the success or failure of their submission.

An application for electronic filing and a trading partner agreement are enclosed and must be completed and submitted to the Department by March 10, 2003. Applications, format documents, test and production instructions will be available on our web site at ***www.michigan.gov/motorfuelefile*** by ***February 18, 2003***.

Prior to actual return acceptance, all electronic filings must pass format and data requirements. Please arrange to test your formats before the filing deadline.

A conference call has been scheduled for ***March 4, 2003*** at ***1:30 P.M.*** Eastern Standard Time so that all Terminal Operators will have an opportunity to ask any questions they may have. The number for the conference call is 1-888-895-4286 and the participant code is 404685.

If you have questions or need assistance prior to the conference call, please call (517) 636-4600.

Sincerely,

Lyle Mather, Administrator
Customer Contact Division